

23-615 REJECTION OF BIDS OR PROPOSALS (Continued)	23-615
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.12 A bid or proposal should not be rejected when it contains a minor irregularity or when a defect or variation in the bid or proposal is immaterial or inconsequential.

.121 A minor irregularity means a defect or variation which is merely a matter of form and not of substance, such as:

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(a) Failure of the bidder to return the required number of copies.

(b) Apparent clerical errors.

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.122 Immaterial or inconsequential means that the defect or variation is insignificant as to price, quantity, quality, or delivery when contrasted with the total costs or scope of the services being procured.

.123 The county shall give the bidder an opportunity to cure any deficiency resulting from a minor irregularity, immaterial or inconsequential defect in a bid or proposal, or the county may waive such deficiency, whichever is most advantageous to the county.

23-616 INFORMATION REGARDING RESPONSIBILITY OF CONTRACTORS	23-616
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.1 Generally, information regarding the responsibility of a prospective contractor (see Section 23-601.24), including preaward surveys if needed, shall be obtained promptly after bid opening.

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.11 Sources for obtaining information regarding the responsibility of prospective contractors include but are not limited to:

.111 Any list of disbarred, suspended, or ineligible individuals or organizations.

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.112 The prospective contractor.

(a) This could include but not be limited to:

- (1) Information contained in or attached to bids and proposals.
- (2) Replies to questionnaires.
- (3) Current financial data, such as balance sheets, profit and loss statements, cash forecasts, loan commitments, and financial histories of the contractor and affiliated organizations.
- (4) Resumes of proposed staff.
- (5) List of equipment and facilities.
- (6) Subcontracts.

.113 Any other information available within government, including records and information known to county personnel.

.114 Other sources. These could include suppliers, subcontractors, professional organizations, other customers of the prospective contractor, and SDSS.

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.2 A preaward survey shall be made when the county does not have sufficient information available to make a determination regarding the responsibility of a prospective contractor.

.21 A preaward survey shall obtain needed information on responsibility in such detail as is commensurate with the dollar value and complexity of the procurement. The county identifies the factors which shall receive special attention and makes those factors applicable to all firms responding to the solicitation.

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.211 Sources for obtaining preaward survey information include but are not limited to:

- (a) Data on hand.
- (b) Data from other government agencies.
- (c) On-site inspection of facilities to be used for performance of the contract.

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23-620 AWARD OF CONTRACT

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- .1 The county shall award the contract to the lowest responsive and responsible bidder to an IFB. In the case of an RFP, the county shall award the contract in accordance with the criteria specified in Section 23-613.
- .11 A responsive bidder is defined in Section 23-601.25; a responsible bidder is defined in Section 23-601.24.
- .2 When the county has completed their evaluation of bids or proposals and has made a recommendation for award, all bidders shall be notified of this decision as well as the date and time of any public hearing on the proposed contract. For awards of In-Home Supportive Service contracts, the county shall, at the same time, forward to SDSS their recommendation for approval. In support of the recommendation, the county shall also forward copies of all bids or proposals received, and a summary of the county's evaluation, which shall include their reasons for the recommendation and an analysis of the audited financial statement for the recommended contractor. The material shall be forwarded to SDSS at least 60 calendar days before the required Board of Supervisors hearing.